EAST ZONE
Centre of Excellence for Sports
(EZ COE Sports)

Quality Sport Programme

User Manual

Updated on 22 Jul 2015

Contents

Download QSP Software 1

Installing QSP Software 2

Login 4

Registration 5

Main Screen 6

Category List 7

Question List 8

Team List 9

Member List 10

Password List 11

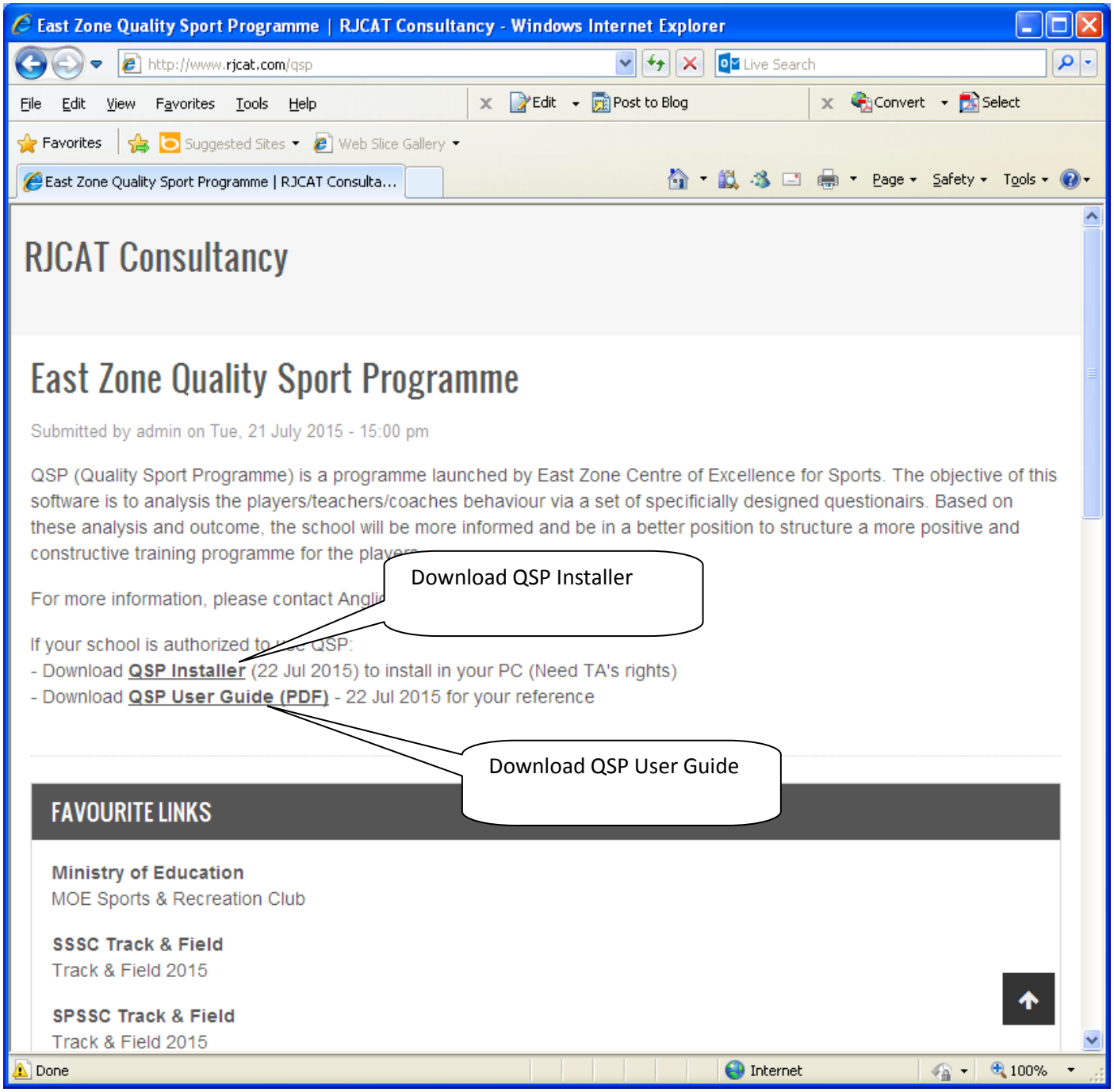
School Info 12

Survey List 13

- Work flow 13
- Create Survey 13
- Add Participants 16
- Update Responses 18
- Process Survey and Print Reports 19
- Export to CSV 20
- Sample CSV File 21

Download QSP Software

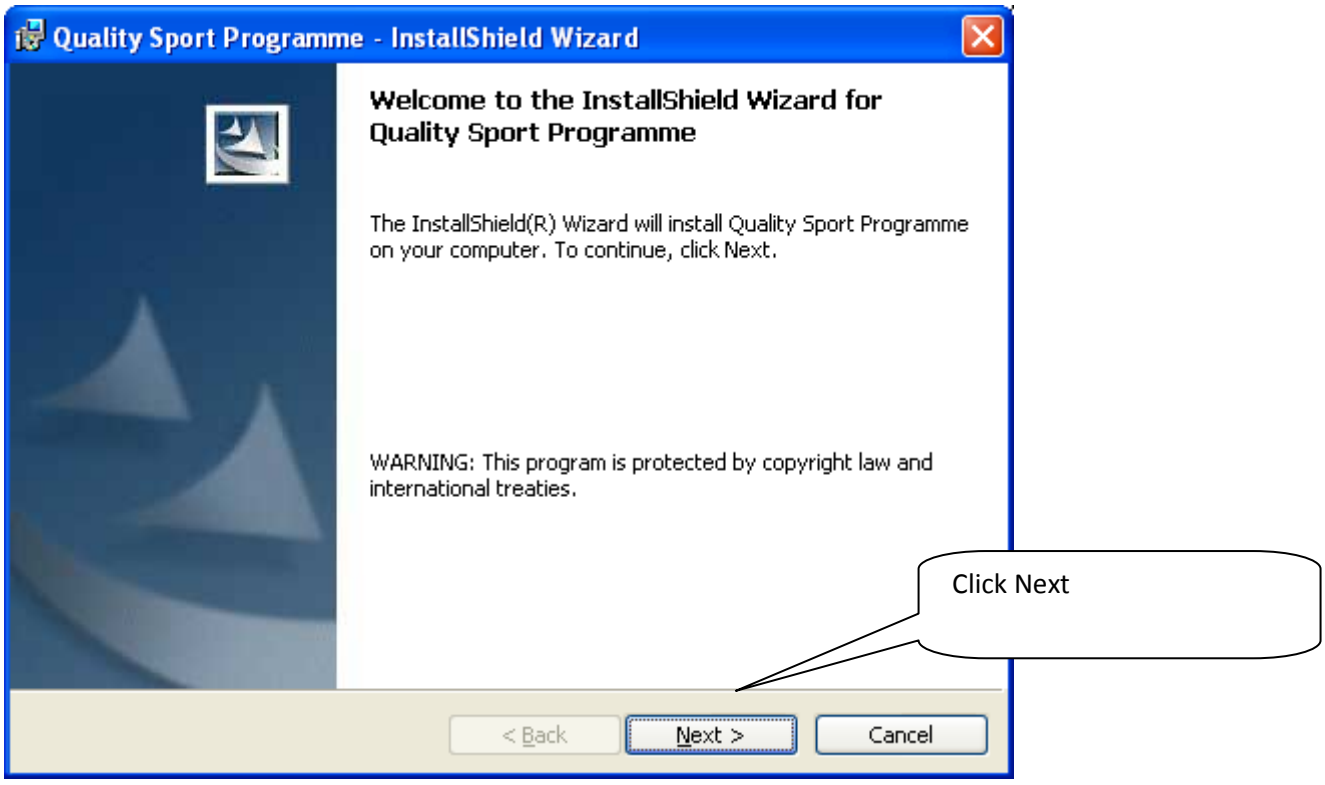
You may download the QSP software from www.rjcat.com/qsp

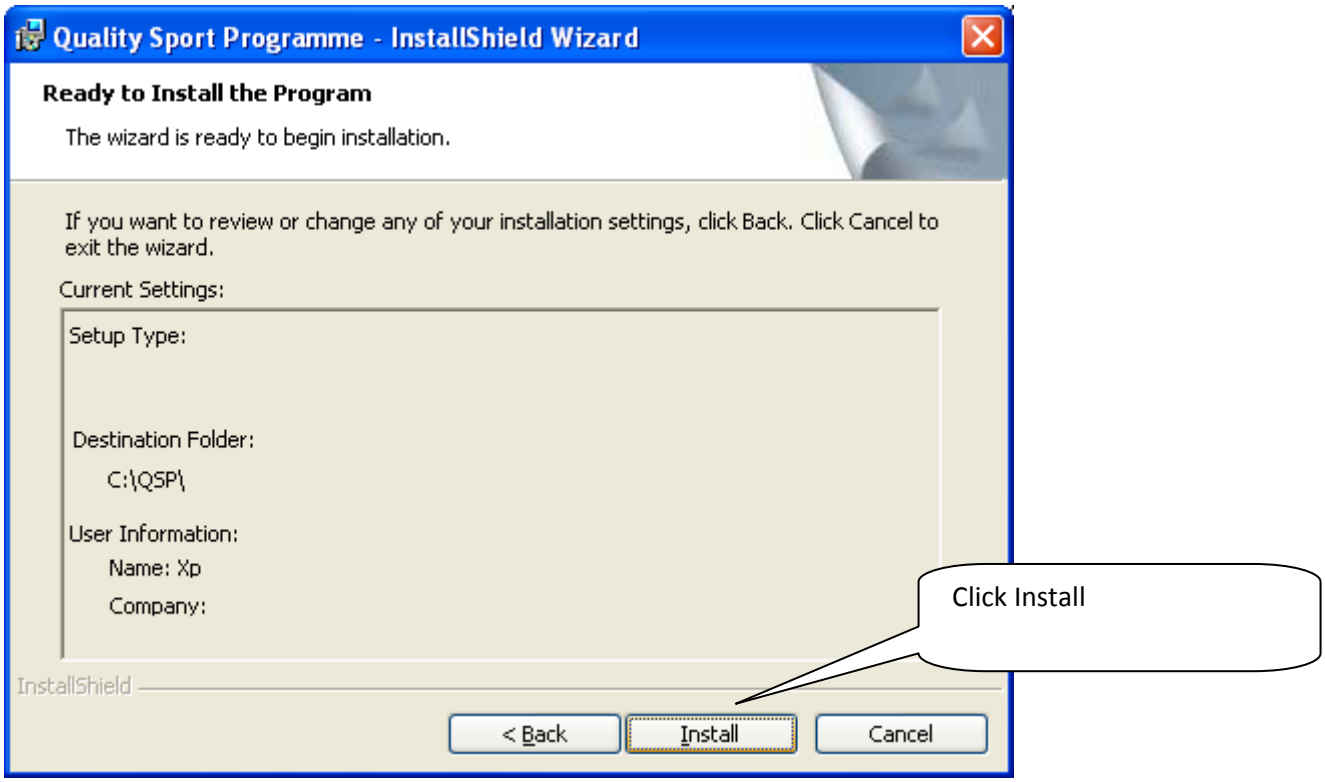

East Zone Quality Sport Programme | RJCAT Consultancy - Windows Internet Explorer
http://www.rjcat.com/qsp
Live Search
File Edit View Favorites Tools Help
Edit Post to Blog
Convert Select
Favorites
Suggested Sites
Web Slice Gallery
East Zone Quality Sport Programme | RJCAT Consulta...
Page Safety Tools
RJCAT Consultancy
East Zone Quality Sport Programme
Submitted by admin on Tue, 21 July 2015 - 15:00 pm
QSP (Quality Sport Programme) is a programme launched by East Zone Centre of Excellence for Sports. The objective of this software is to analysis the players/teachers/coaches behaviour via a set of specificially designed questionairs. Based on these analysis and outcome, the school will be more informed and be in a better position to structure a more positive and constructive training programme for the players.
For more information, please contact Angli
If your school is authorized to
- Download QSP Installer (22 Jul 2015) to install in your PC (Need TA's rights)
- Download QSP User Guide (PDF) - 22 Jul 2015 for your reference
Download QSP Installer
Download QSP User Guide
FAVOURITE LINKS
Ministry of Education
MOE Sports & Recreation Club
SSSC Track & Field
Track & Field 2015
SPSSC Track & Field
Track & Field 2015
Done
Internet
100%

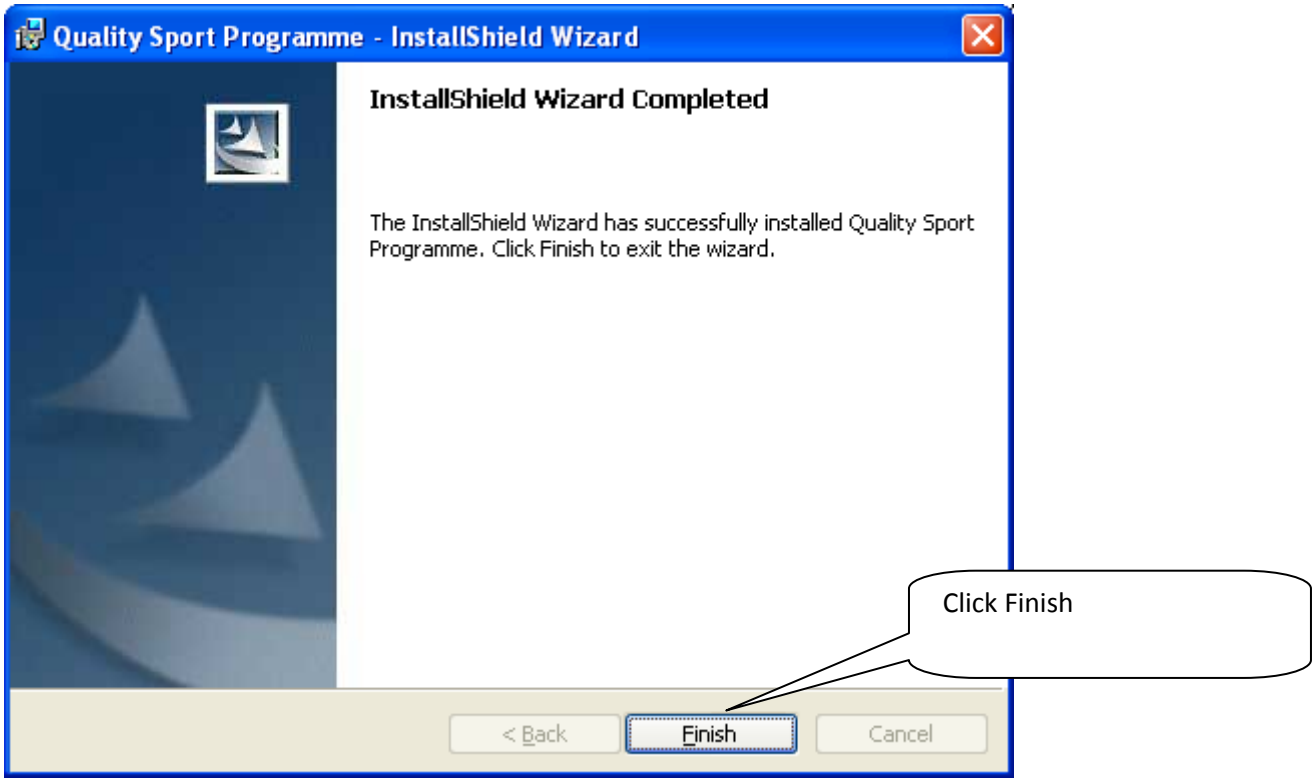
Installing QSP Software

You will need your TA to install the software for you.

1. Download the QSP Installer: QSP_setup_2015_07_22.exe
2. Double-Click on QSP_setup_2015_07_22.exe and follow the steps on the screen.


Quality Sport Programme - InstallShield Wizard
Welcome to the InstallShield Wizard for Quality Sport Programme
The InstallShield(R) Wizard will install Quality Sport Programme on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel
Click Next




Quality Sport Programme - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed Quality Sport Programme. Click Finish to exit the wizard.
< Back
Finish
Cancel
Click Finish

QSP will be installed in C:\QSP
A QSP Icon will be created on the Desktop

Login

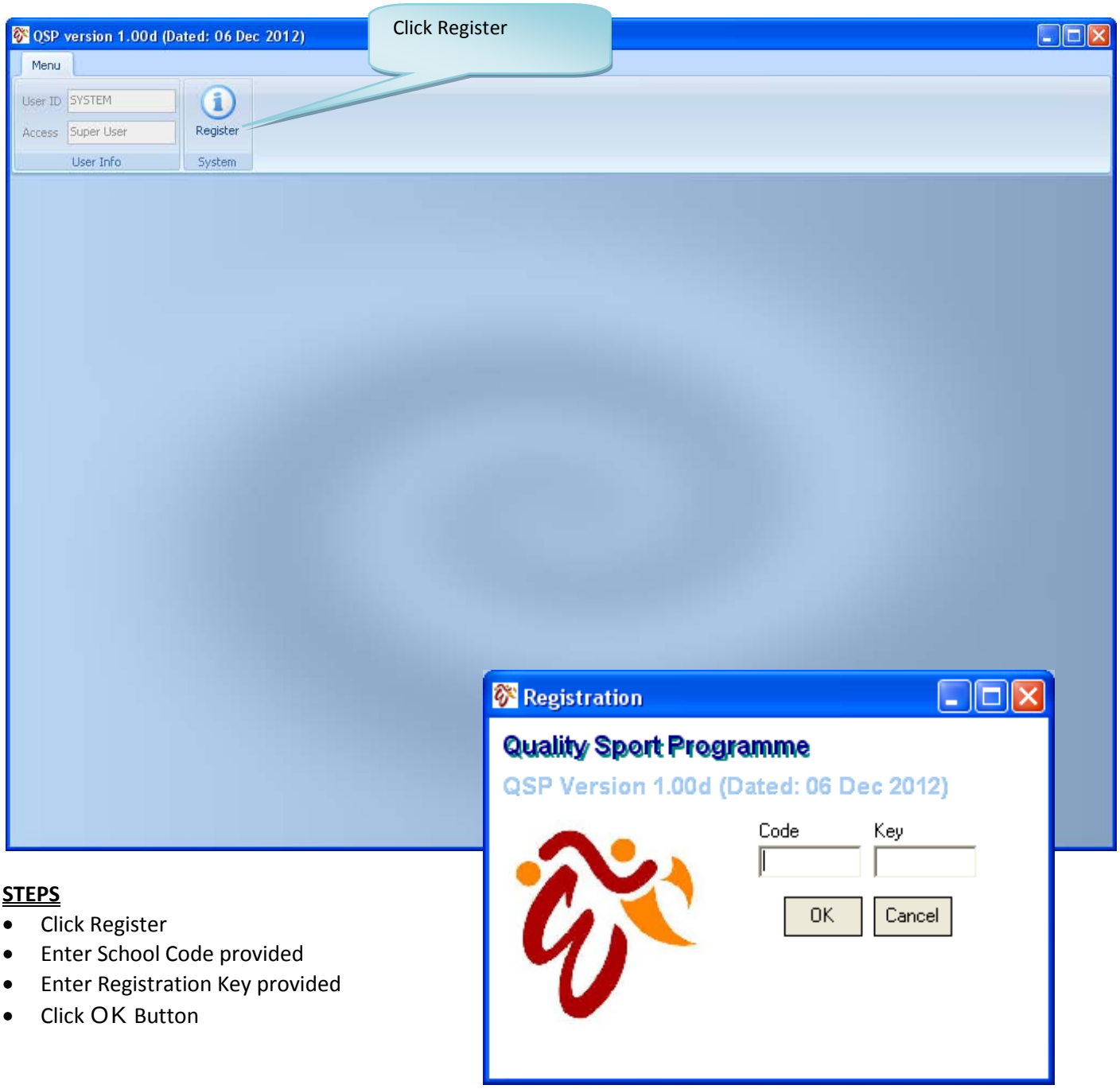
STEPS

- Enter user ID
- Enter Password

Note:
User ID = system
Password = system

Registration

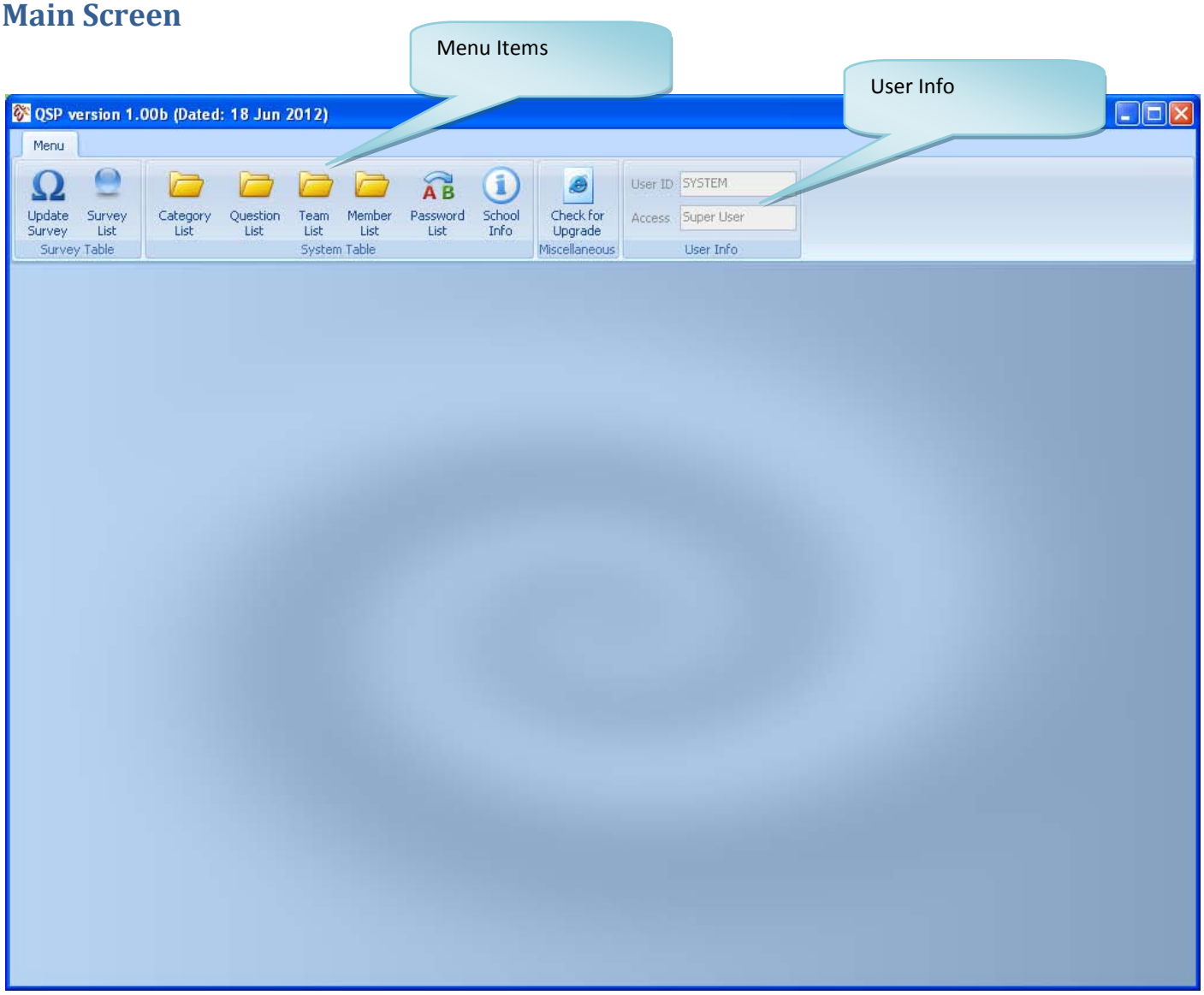
If you are using the QSP for the first time, you need to register your school info. Only authorized schools are permitted to use this software. You will be provided with the CODE (School Code) and KEY for registration. If you don't have the CODE and KEY, please contact William Tong, (HOD PE/CCA), Anglican High School.



STEPS

- Click Register
- Enter School Code provided
- Enter Registration Key provided
- Click OK Button

Main Screen

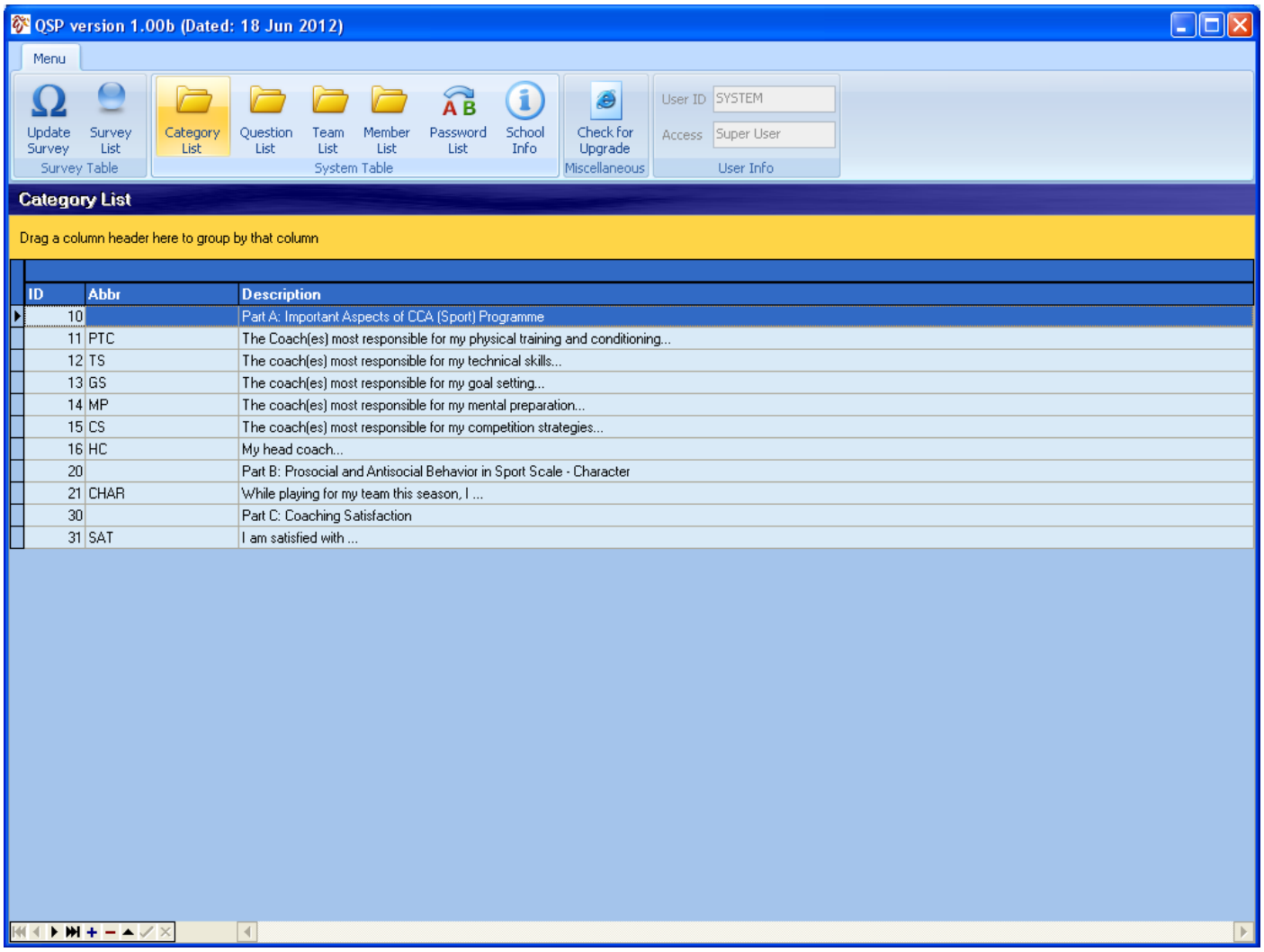


All the menu items are displayed at the top panel. Here is the brief description of each Menu Item and their basic functions:

- Survey List - to create survey statement and update response
- Category List - to set Questions' categories (already setup)
- Question List - to set Questions (already setup)
- Team List - to setup Team List
- Member List - to setup Member List (Generic List)
- Password List - to Setup password (Left them as they are)
- School Info - to view registered school info

If you are using it for the first time, check through the Team List first.

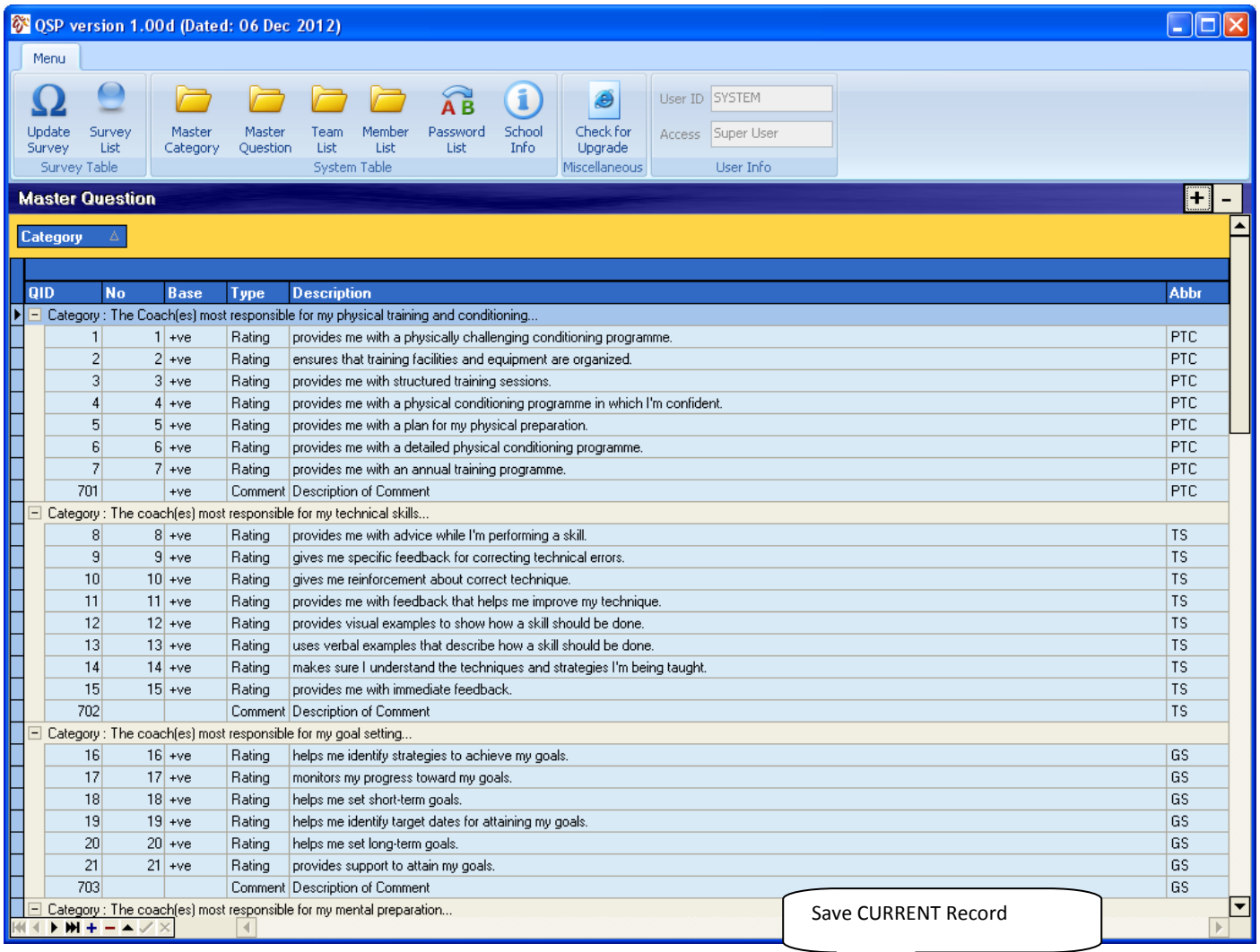
Category List


QSP version 1.00b (Dated: 18 Jun 2012)
Menu
Update Survey
Survey List
Survey Table
Category List
Question List
Team List
Member List
Password List
School Info
System Table
Check for Upgrade
Miscellaneous
User ID
SYSTEM
Access
Super User
User Info
Category List
Drag a column header here to group by that column
ID
Abbr
Description
10 Part A: Important Aspects of CCA (Sport) Programme
11 PTC The Coach(es) most responsible for my physical training and conditioning...
12 TS The coach(es) most responsible for my technical skills...
13 GS The coach(es) most responsible for my goal setting...
14 MP The coach(es) most responsible for my mental preparation...
15 CS The coach(es) most responsible for my competition strategies...
16 HC My head coach...
20 Part B: Prosocial and Antisocial Behavior in Sport Scale - Character
21 CHAR While playing for my team this season, I ...
30 Part C: Coaching Satisfaction
31 SAT I am satisfied with ...

Note:
This section is for your information only. There is no need to make any changes.

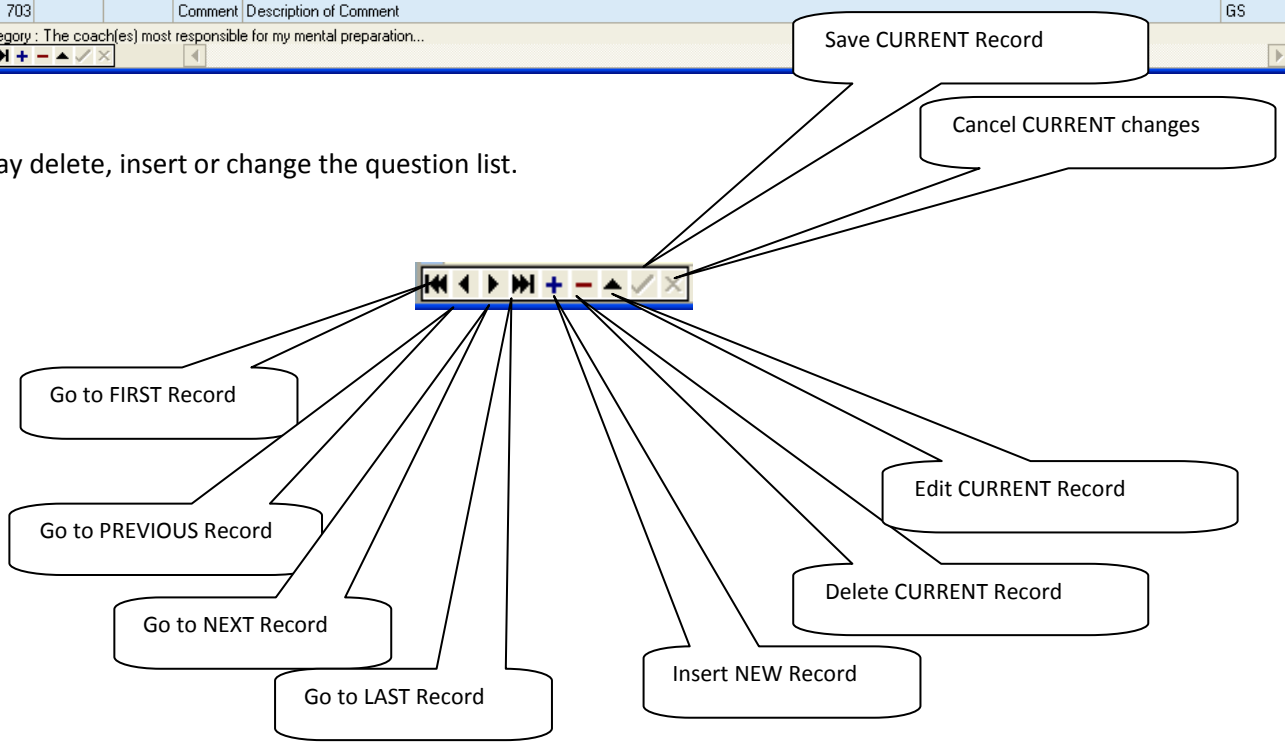
Question List

This is the master question list. When you create a new survey, the list will be copied from this master list. You may update the list according to your survey form.

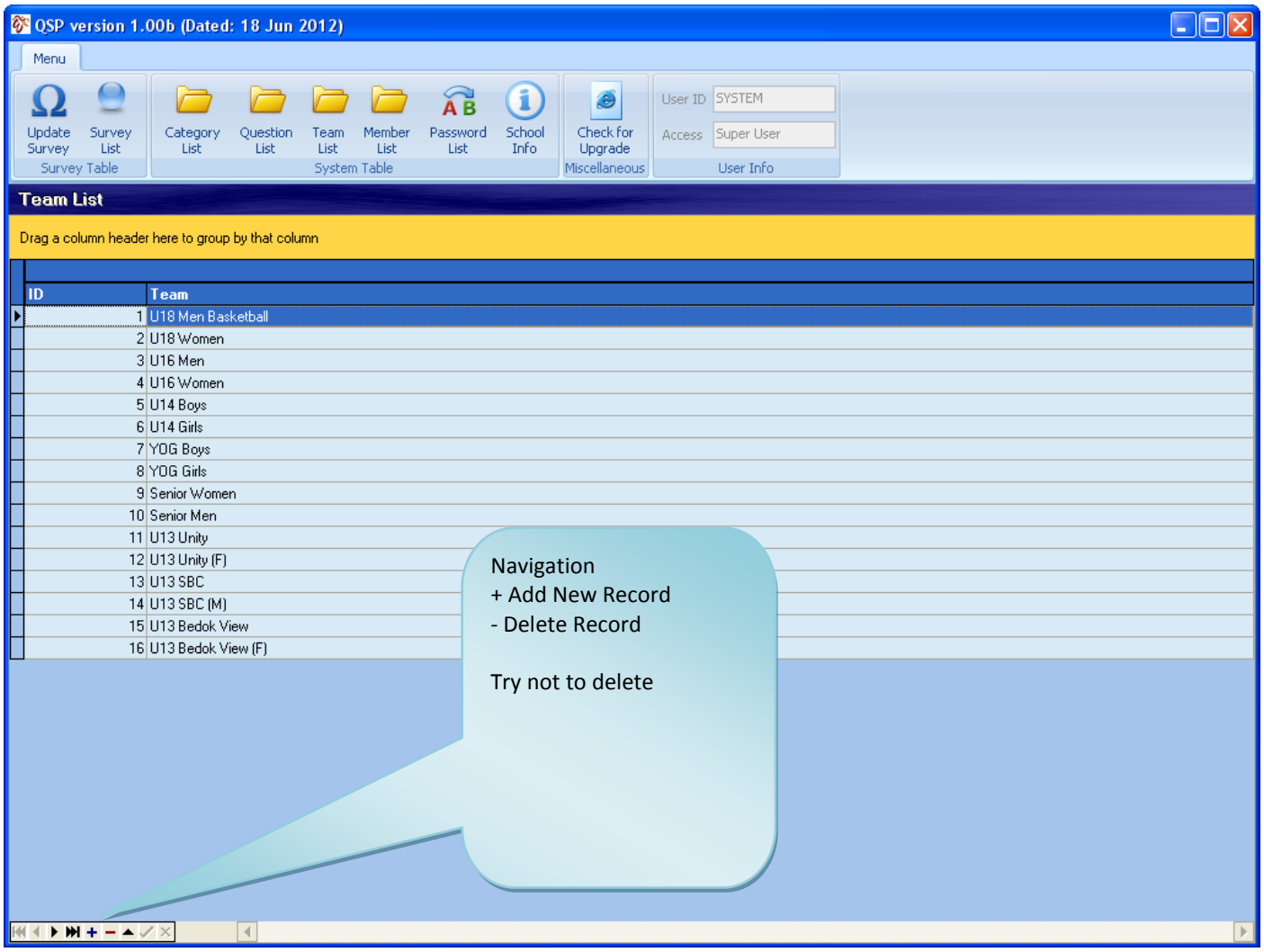


QID	No	Base	Type	Description	Abbr
Category : The Coach(es) most responsible for my physical training and conditioning...					
1	1	+ve	Rating	provides me with a physically challenging conditioning programme.	PTC
2	2	+ve	Rating	ensures that training facilities and equipment are organized.	PTC
3	3	+ve	Rating	provides me with structured training sessions.	PTC
4	4	+ve	Rating	provides me with a physical conditioning programme in which I'm confident.	PTC
5	5	+ve	Rating	provides me with a plan for my physical preparation.	PTC
6	6	+ve	Rating	provides me with a detailed physical conditioning programme.	PTC
7	7	+ve	Rating	provides me with an annual training programme.	PTC
701		+ve	Comment	Description of Comment	PTC
Category : The coach(es) most responsible for my technical skills...					
8	8	+ve	Rating	provides me with advice while I'm performing a skill.	TS
9	9	+ve	Rating	gives me specific feedback for correcting technical errors.	TS
10	10	+ve	Rating	gives me reinforcement about correct technique.	TS
11	11	+ve	Rating	provides me with feedback that helps me improve my technique.	TS
12	12	+ve	Rating	provides visual examples to show how a skill should be done.	TS
13	13	+ve	Rating	uses verbal examples that describe how a skill should be done.	TS
14	14	+ve	Rating	makes sure I understand the techniques and strategies I'm being taught.	TS
15	15	+ve	Rating	provides me with immediate feedback.	TS
702			Comment	Description of Comment	TS
Category : The coach(es) most responsible for my goal setting...					
16	16	+ve	Rating	helps me identify strategies to achieve my goals.	GS
17	17	+ve	Rating	monitors my progress toward my goals.	GS
18	18	+ve	Rating	helps me set short-term goals.	GS
19	19	+ve	Rating	helps me identify target dates for attaining my goals.	GS
20	20	+ve	Rating	helps me set long-term goals.	GS
21	21	+ve	Rating	provides support to attain my goals.	GS
703			Comment	Description of Comment	GS
Category : The coach(es) most responsible for my mental preparation...					

Note:
You may delete, insert or change the question list.



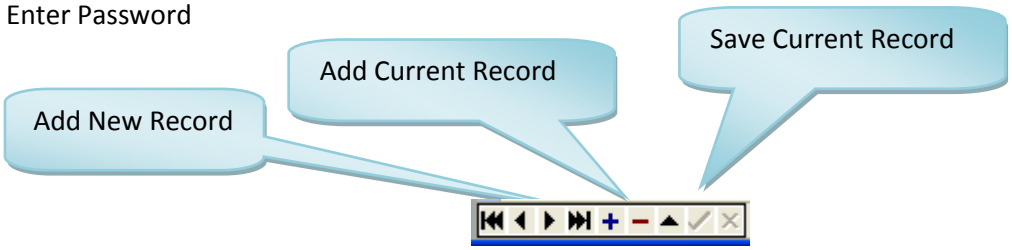
Team List



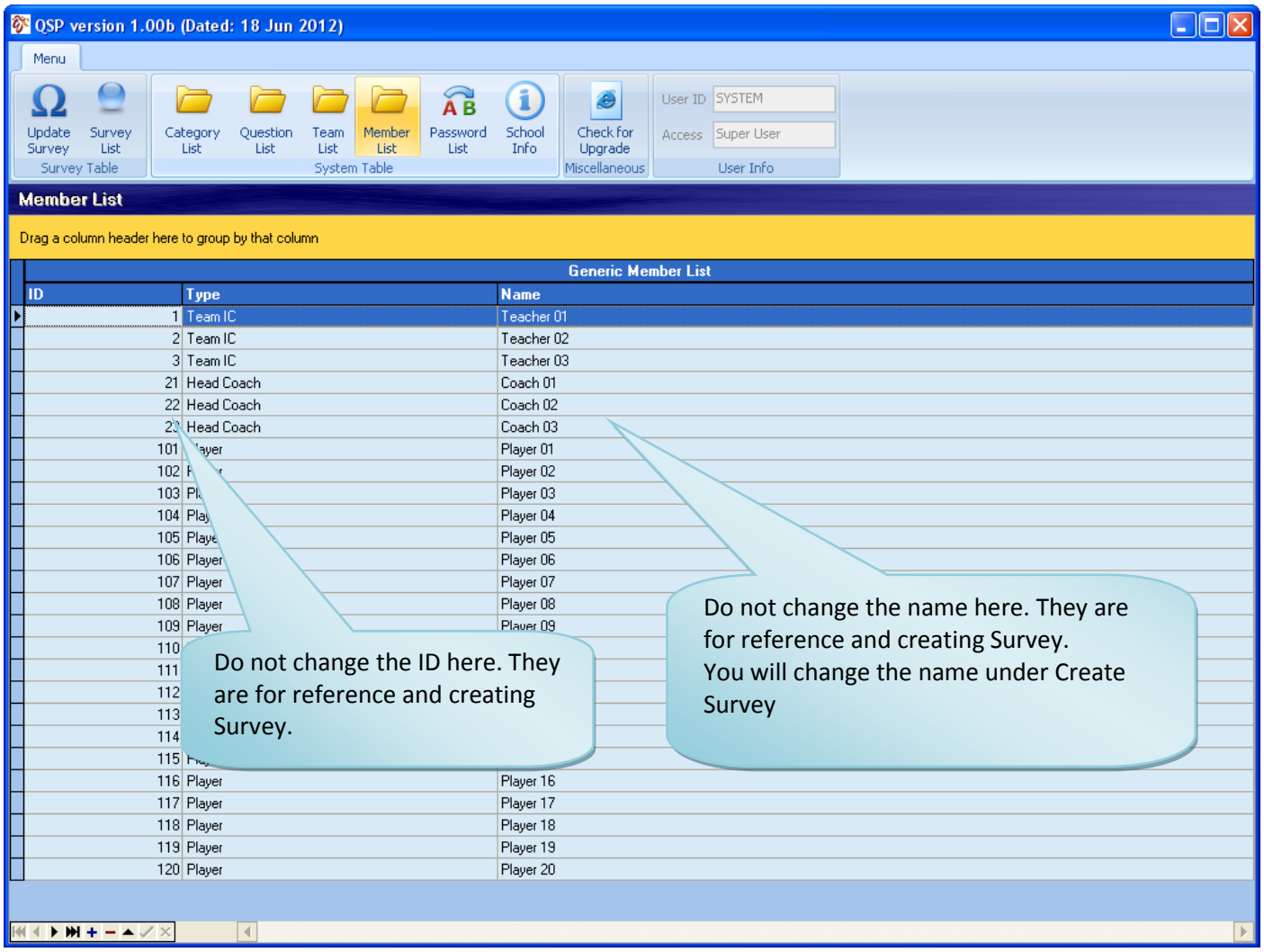
Note:
This section is for your information only. There is no need to make any changes.

STEPS

- Enter user ID
- Enter Password



Member List

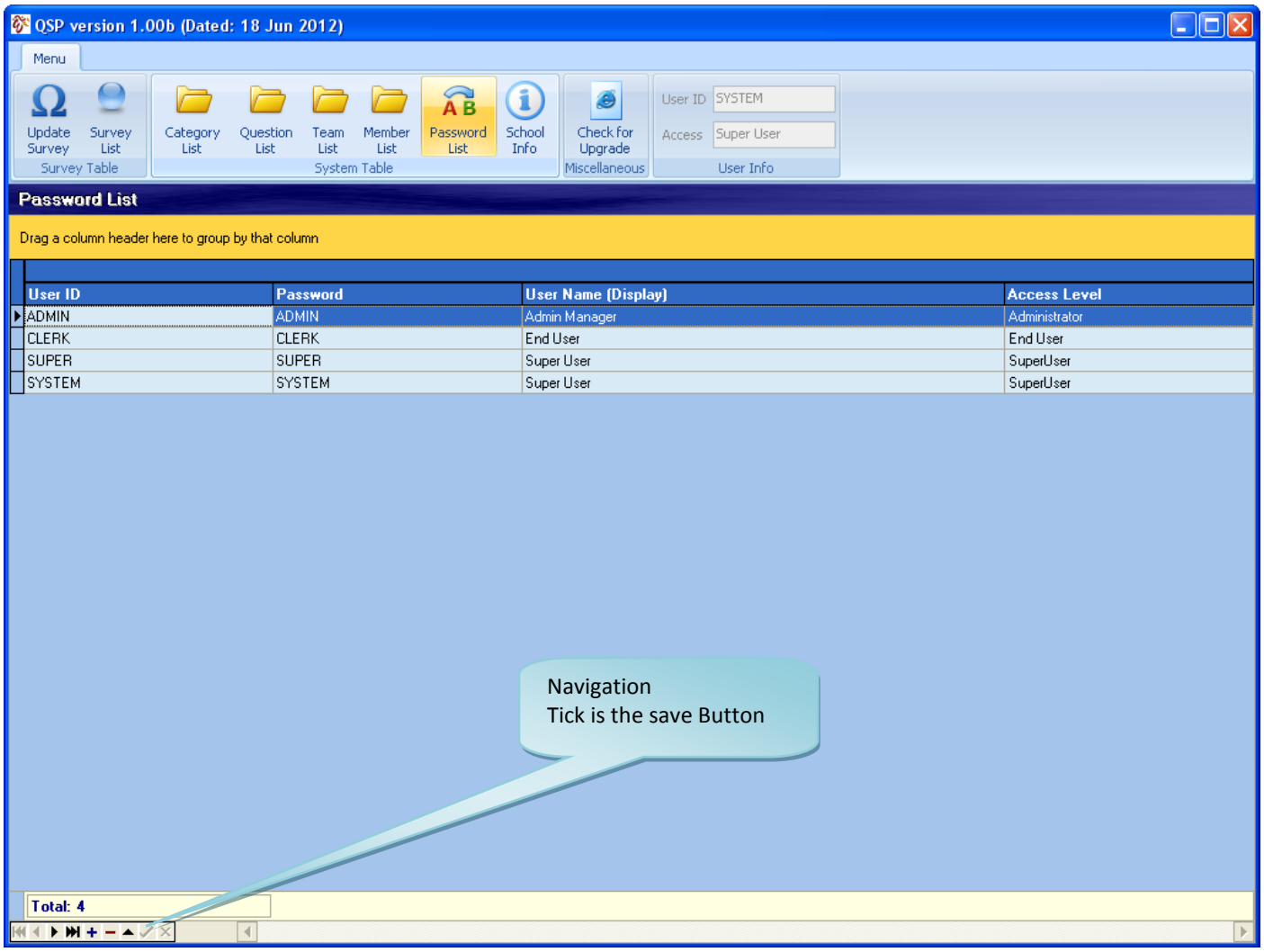


Note:
This section is for your information only. There is no need to make any changes unless you need to add in more team members.

STEPS

- To add, click the + button and enter the necessary information

Password List

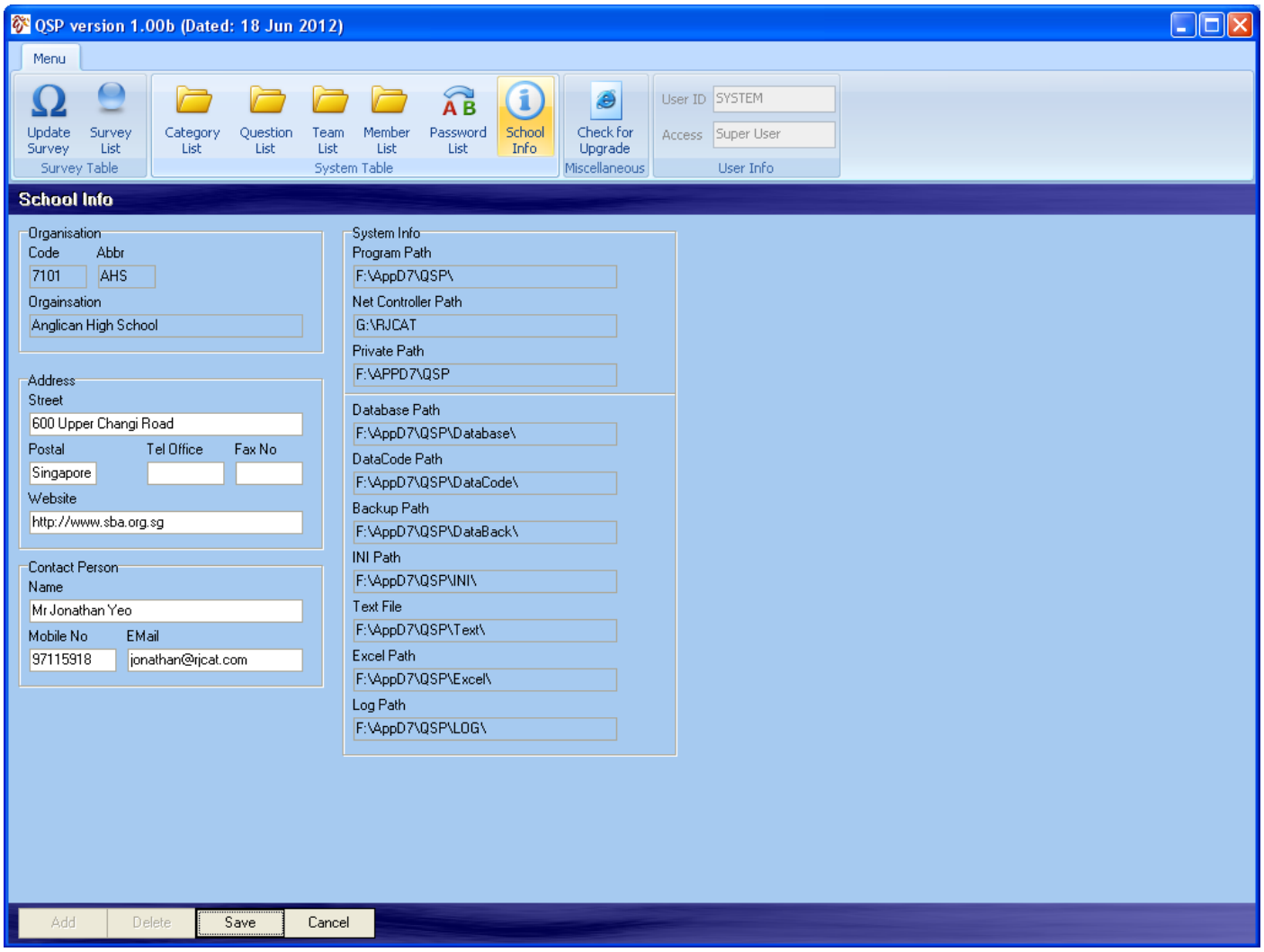


Note:
This section is for your information only. There is no need to make any changes unless you want to change your UserID and Password

STEPS

- Enter user ID
- Enter Password
- Click Save button

School Info



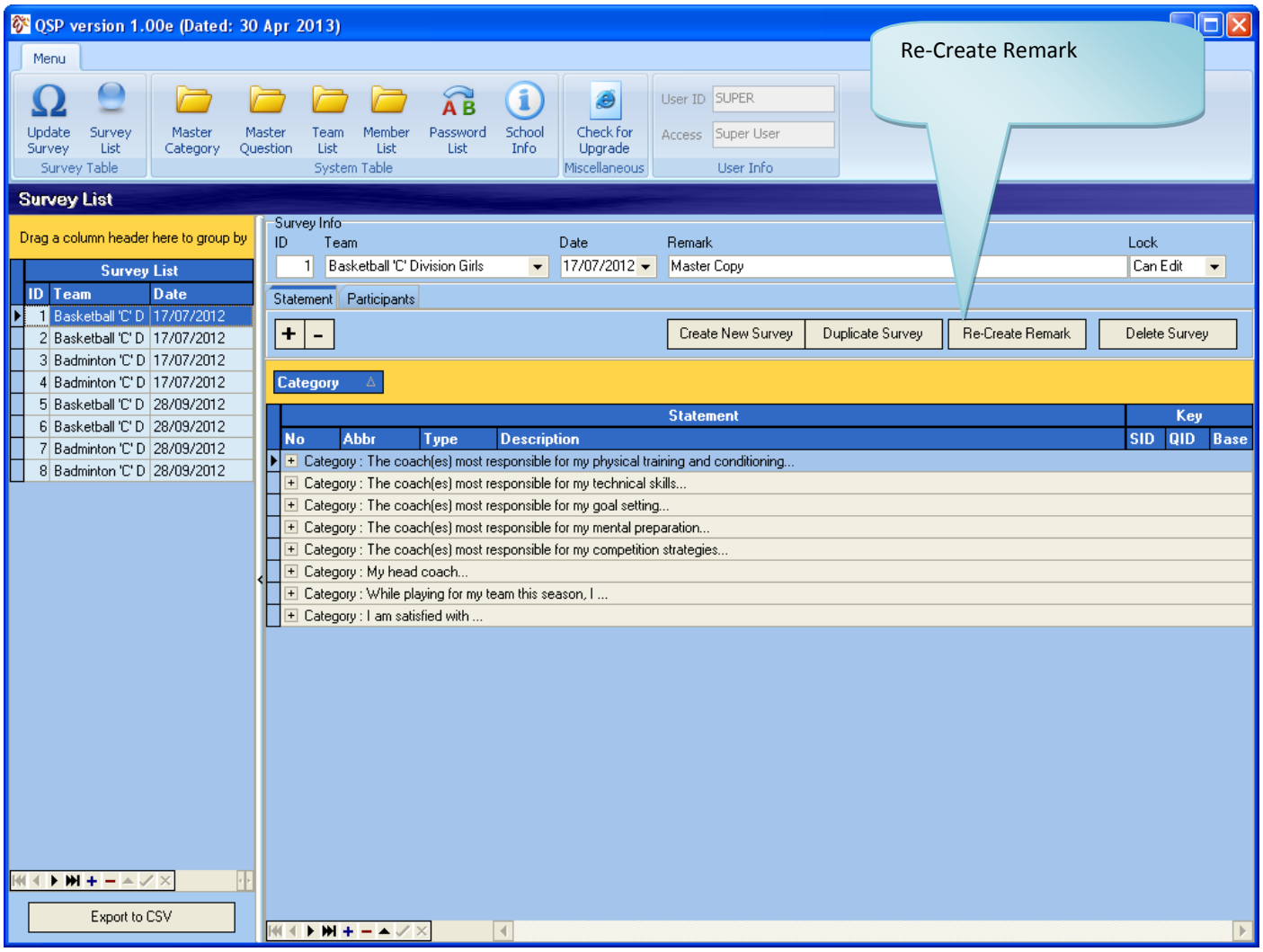
Note:
This section is for your information only. There is no need to make any changes.

Survey List

This is the main part of the whole QSP program. You will create and update responses here.

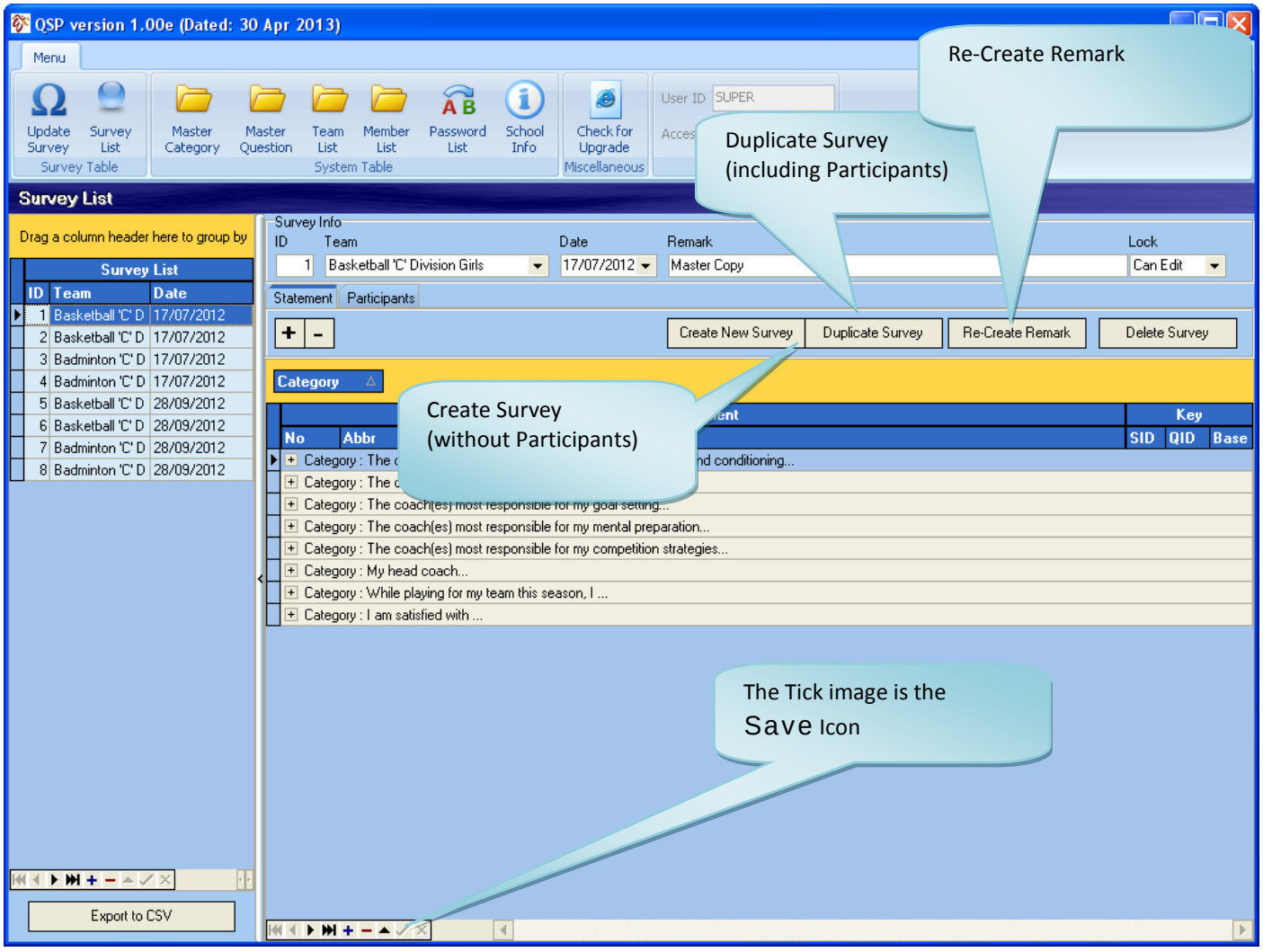
Work flow

- Create a Survey
  - Update Survey Info
- Add Participants
  - Select Teacher(s), Coach(es) and Member(s)
- Update Responses
  - Part A, Part B and Part C
- Process Survey
- Print Survey


QSP version 1.00e (Dated: 30 Apr 2013)
Menu
Update Survey
Survey List
Survey Table
Master Category
Master Question
Team List
Member List
Password List
School Info
System Table
Check for Upgrade
Miscellaneous
User ID SUPER
Access Super User
User Info
Re-Create Remark
Survey List
Drag a column header here to group by
Survey List
ID Team Date
1 Basketball 'C' D 17/07/2012
2 Basketball 'C' D 17/07/2012
3 Badminton 'C' D 17/07/2012
4 Badminton 'C' D 17/07/2012
5 Basketball 'C' D 28/09/2012
6 Basketball 'C' D 28/09/2012
7 Badminton 'C' D 28/09/2012
8 Badminton 'C' D 28/09/2012
Export to CSV
Survey Info
ID Team Date Remark Lock
1 Basketball 'C' Division Girls 17/07/2012 Master Copy Can Edit
Statement Participants
Create New Survey
Duplicate Survey
Re-Create Remark
Delete Survey
Category
Statement Key
No Abbr Type Description SID QID Base
Category : The coach(es) most responsible for my physical training and conditioning...
Category : The coach(es) most responsible for my technical skills...
Category : The coach(es) most responsible for my goal setting...
Category : The coach(es) most responsible for my mental preparation...
Category : The coach(es) most responsible for my competition strategies...
Category : My head coach...
Category : While playing for my team this season, I ...
Category : I am satisfied with ...

Note:
Re-Create Remark is for schools that use the earlier version which did not have remarks. At this point, you can "Re-Create" Remark for the earlier survey.

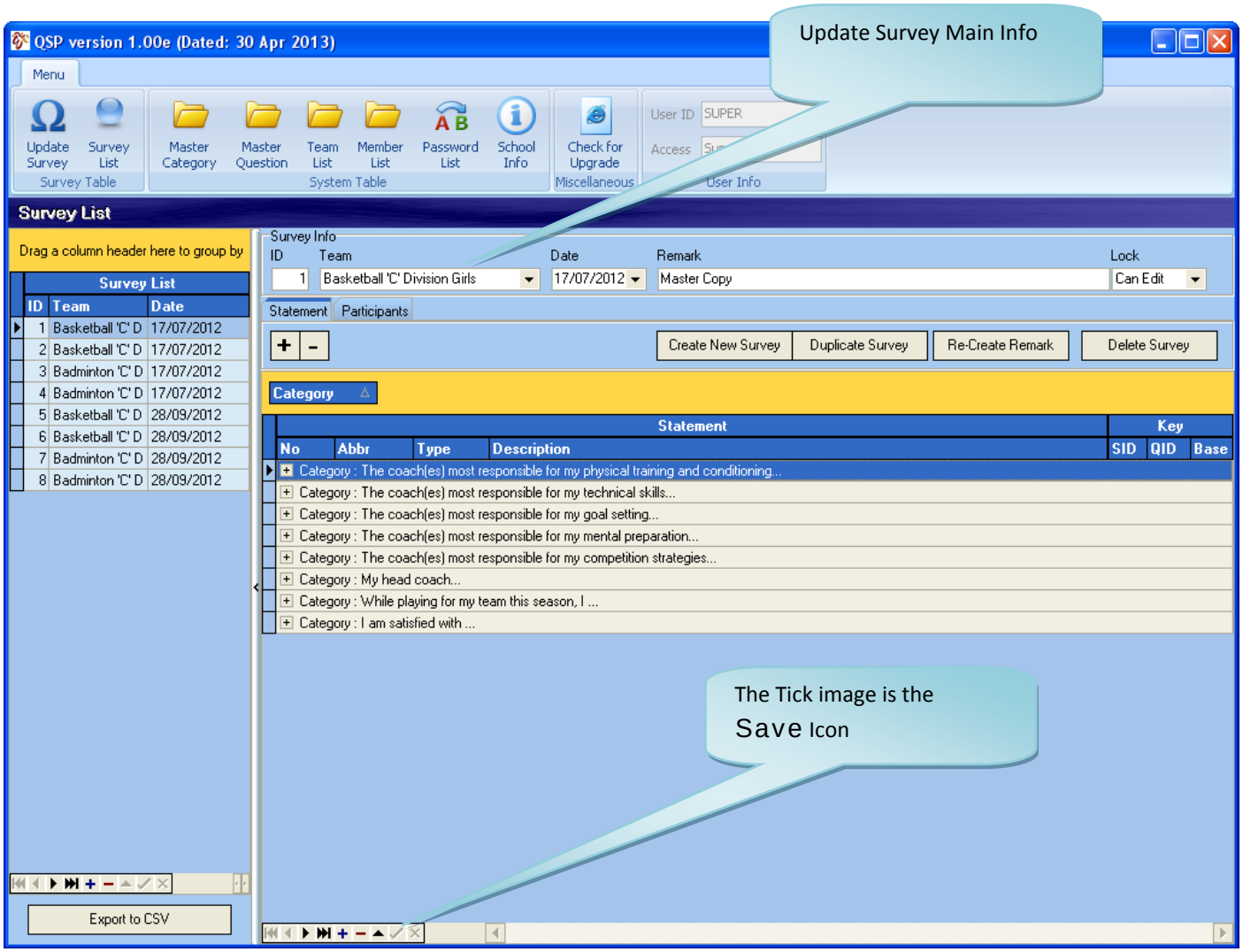
Create Survey



STEPS

- Select Statement Tab
- Click on Create Survey button
- When prompt (Create New Set of Survey from Survey ID 0?), click "YES"
- Update Team, Date and Remark
- Click Save Icon

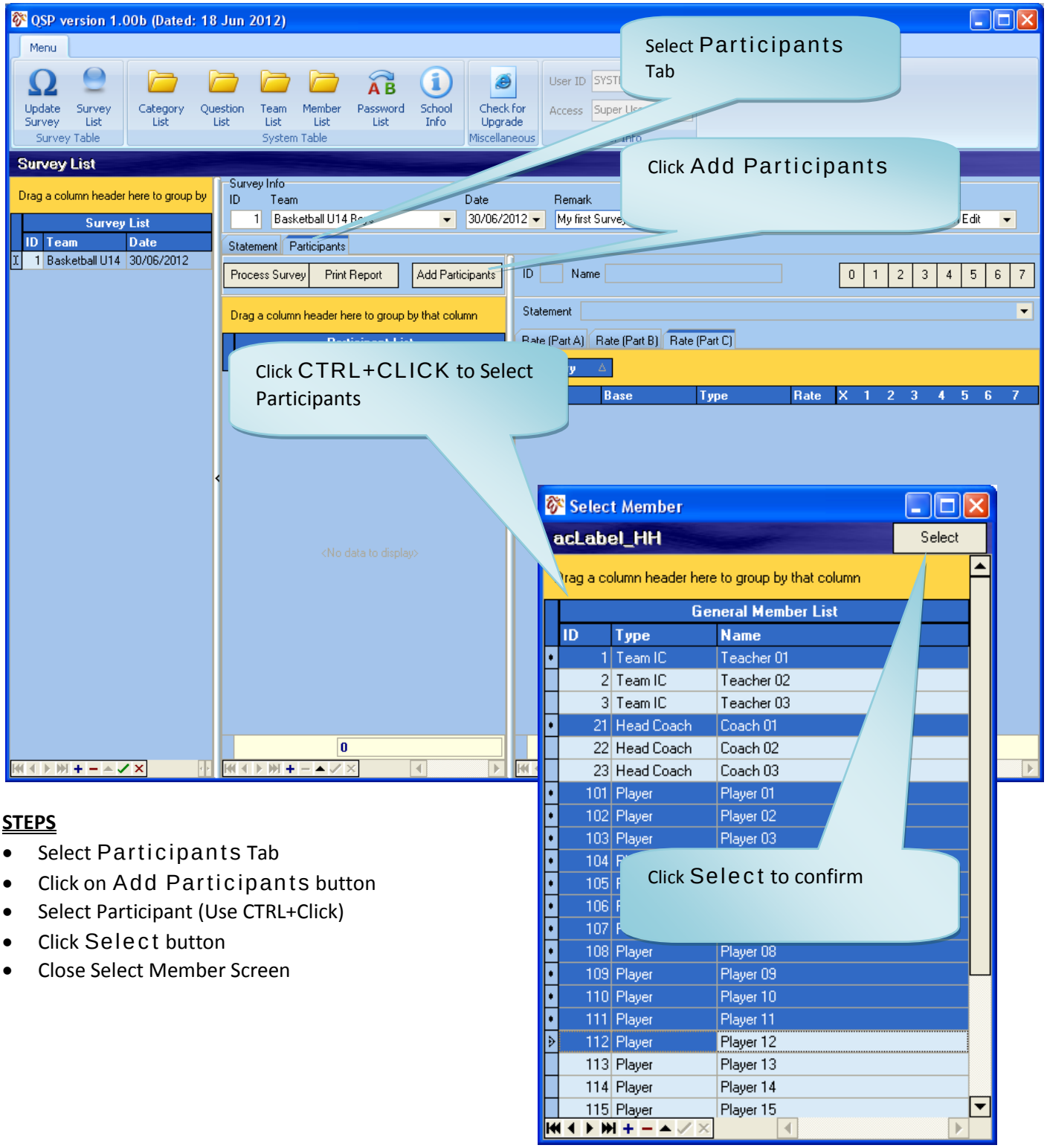
Example: Basketball U14 Men



STEPS

- Update Survey Info
- Click Save Icon

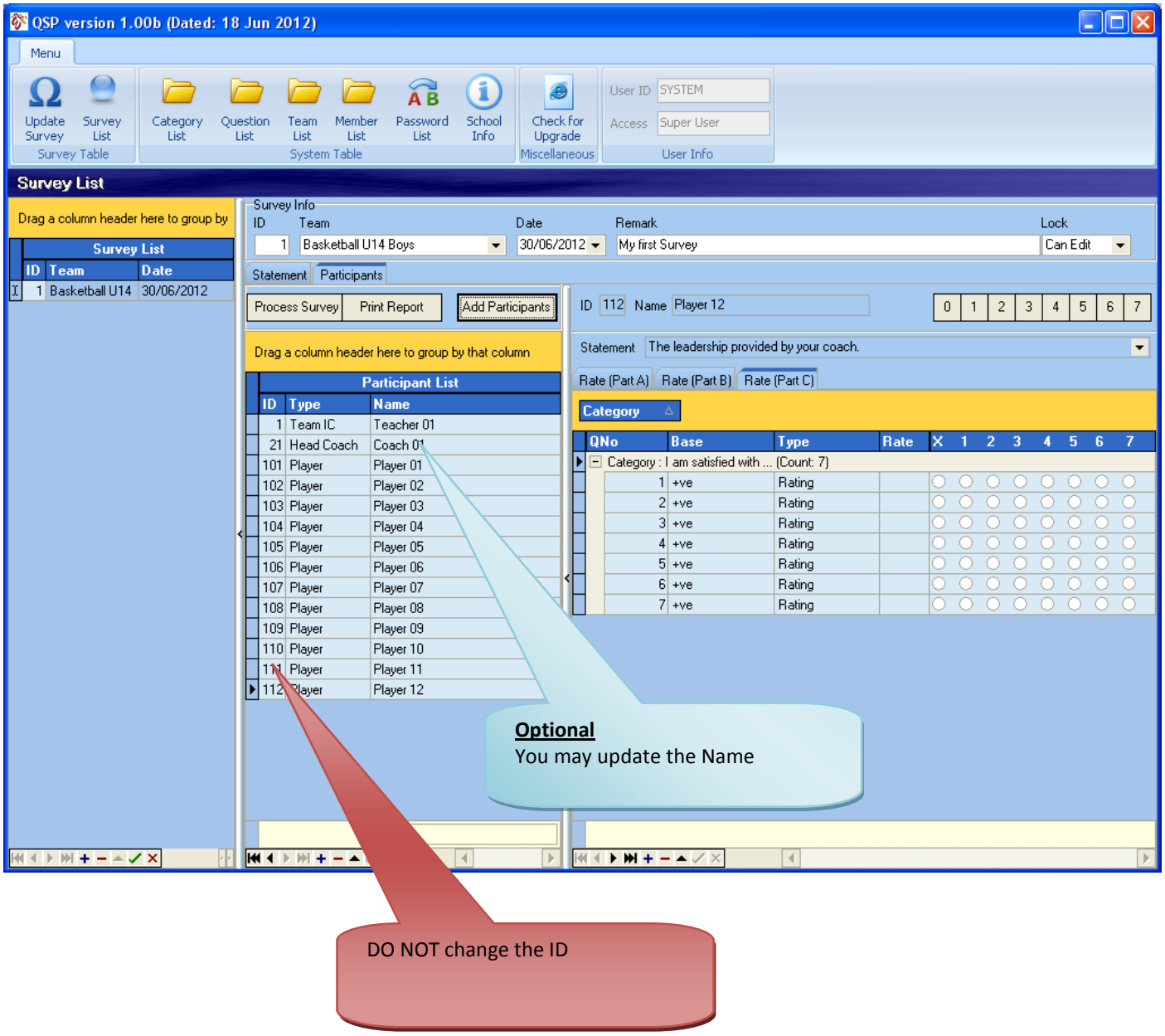
Add Participants



STEPS

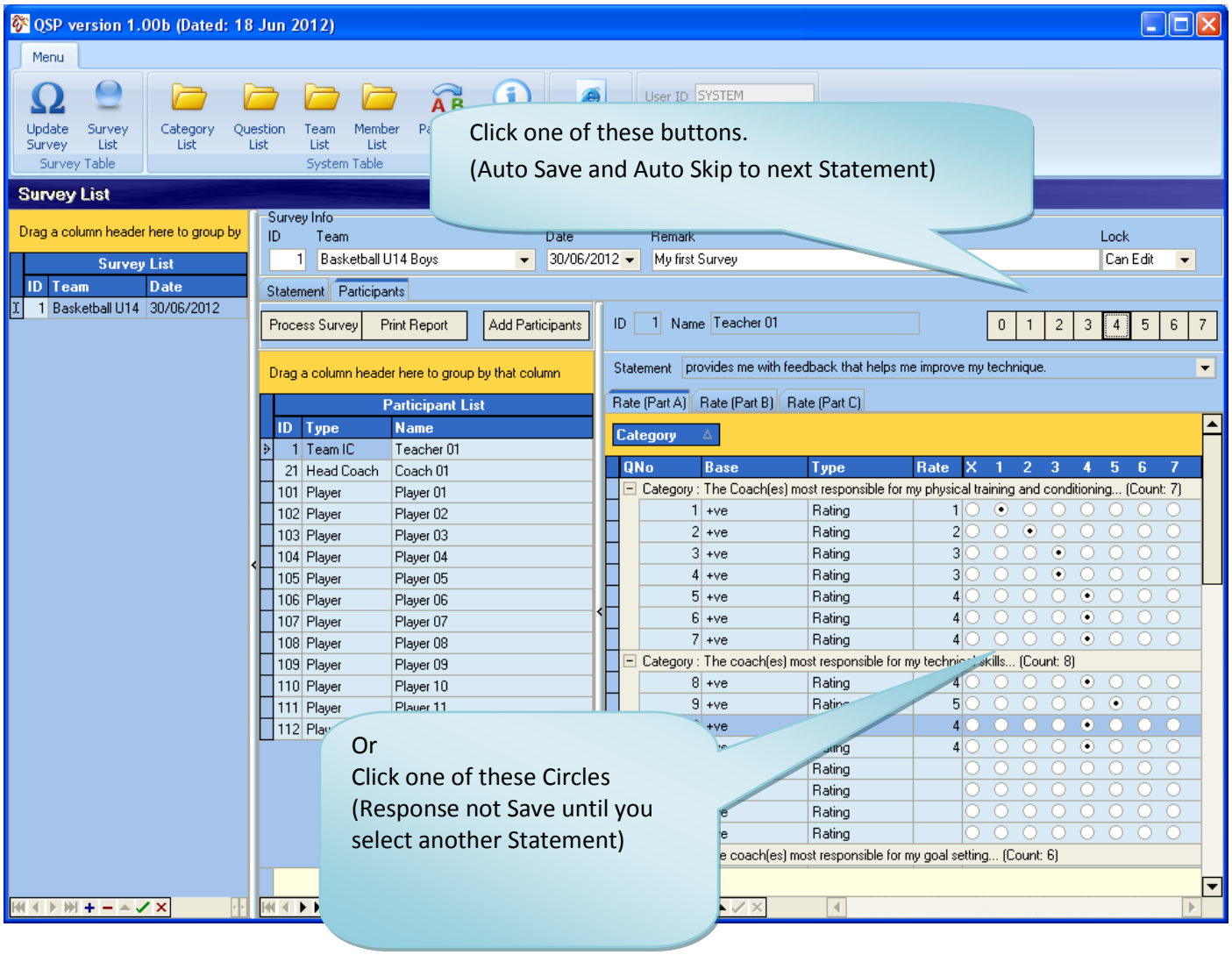
- Select Participants Tab
- Click on Add Participants button
- Select Participant (Use CTRL+Click)
- Click Select button
- Close Select Member Screen

If you have reached this point, you have completed creating your survey.



Update Responses

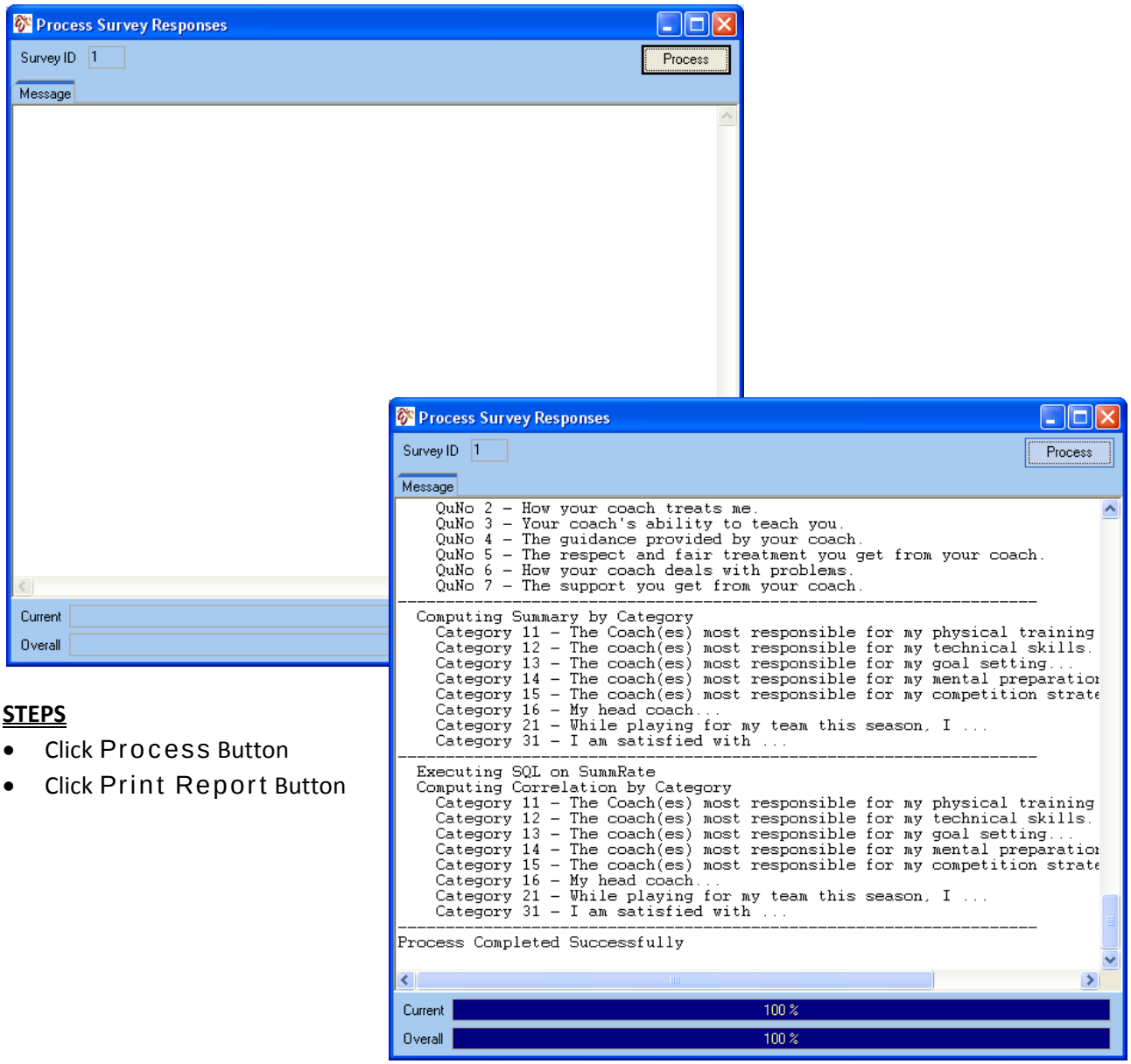
There are 3 Parts in a Survey (Part A, Part B and Part C)


QSP version 1.00b (Dated: 18 Jun 2012)
Menu
Update Survey
Survey List
Survey Table
Category List
Question List
Team List
Member List
System Table
User ID SYSTEM
Survey List
Click one of these buttons.
(Auto Save and Auto Skip to next Statement)
Drag a column header here to group by
Survey List
ID Team Date
1 Basketball U14 30/06/2012
Survey Info
ID Team Date Remark Lock
1 Basketball U14 Boys 30/06/2012 My first Survey Can Edit
Statement Participants
Process Survey Print Report Add Participants
ID 1 Name Teacher 01
0 1 2 3 4 5 6 7
Statement provides me with feedback that helps me improve my technique.
Drag a column header here to group by that column
Participant List
ID Type Name
1 Team IC Teacher 01
21 Head Coach Coach 01
101 Player Player 01
102 Player Player 02
103 Player Player 03
104 Player Player 04
105 Player Player 05
106 Player Player 06
107 Player Player 07
108 Player Player 08
109 Player Player 09
110 Player Player 10
111 Player
112 Play
Rate (Part A) Rate (Part B) Rate (Part C)
Category
QNo Base Type Rate X 1 2 3 4 5 6 7
Category : The Coach(es) most responsible for my physical training and conditioning... (Count: 7)
1 +ve Rating 1
2 +ve Rating 2
3 +ve Rating 3
4 +ve Rating 3
5 +ve Rating 4
6 +ve Rating 4
7 +ve Rating 4
Category : The coach(es) most responsible for my
skills... (Count: 8)
8 +ve Rating 4
9 +ve Rating 5
Rating
coach(es) most responsible for my goal setting... (Count: 6)
Or
Click one of these Circles
(Response not Save until you
select another Statement)

STEPS

- Select a Participant
- Update the Responses (Part A to Part C)
- Repeat the above for the rest of participants

Process Survey and Print Reports

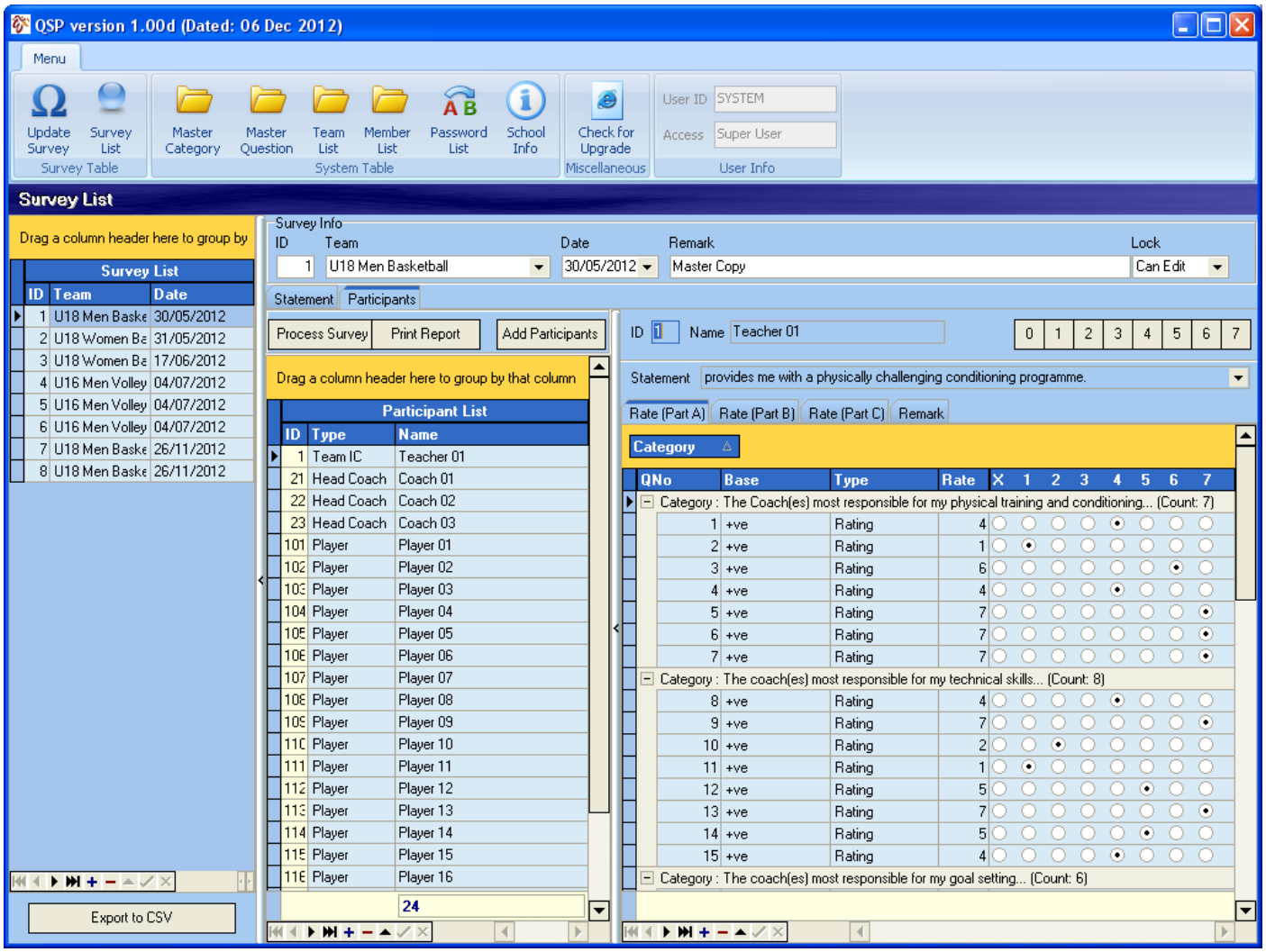

Process Survey Responses
Survey ID 1
Process
Message
Current
Overall
Process Survey Responses
Survey ID 1
Process
Message
QuNo 2 - How your coach treats me.
QuNo 3 - Your coach's ability to teach you.
QuNo 4 - The guidance provided by your coach.
QuNo 5 - The respect and fair treatment you get from your coach.
QuNo 6 - How your coach deals with problems.
QuNo 7 - The support you get from your coach.
Computing Summary by Category
Category 11 - The Coach(es) most responsible for my physical training
Category 12 - The coach(es) most responsible for my technical skills.
Category 13 - The coach(es) most responsible for my goal setting...
Category 14 - The coach(es) most responsible for my mental preparatio
Category 15 - The coach(es) most responsible for my competition strat
Category 16 - My head coach...
Category 21 - While playing for my team this season, I ...
Category 31 - I am satisfied with ...
Executing SQL on SummRate
Computing Correlation by Category
Process Completed Successfully
Current 100 %
Overall 100 %

STEPS

- Click Process Button
- Click Print Report Button

Export to CSV

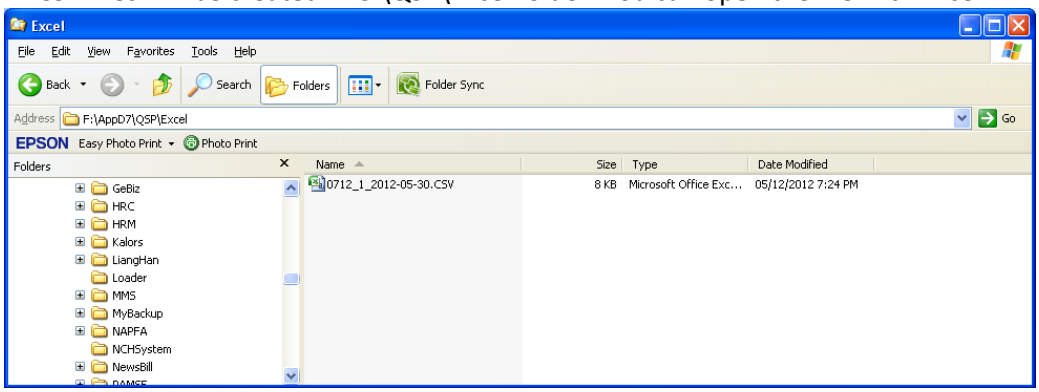
You may export the survey response to CSV file which can be accessed by EXCEL. Generally, these files are use for further analysis by the statisticians. You may have to eMail these files to a statistician upon requests.


QSP version 1.00d (Dated: 06 Dec 2012)
Menu
Update Survey
Survey List
Survey Table
Master Category
Master Question
Team List
Member List
Password List
School Info
System Table
Check for Upgrade
Miscellaneous
User ID SYSTEM
Access Super User
User Info
Survey List
Drag a column header here to group by
Survey List
ID Team Date
1 U18 Men Baske 30/05/2012
2 U18 Women Ba 31/05/2012
3 U18 Women Ba 17/06/2012
4 U16 Men Volley 04/07/2012
5 U16 Men Volley 04/07/2012
6 U16 Men Volley 04/07/2012
7 U18 Men Baske 26/11/2012
8 U18 Men Baske 26/11/2012
Export to CSV
Survey Info
ID Team Date Remark Lock
1 U18 Men Basketball 30/05/2012 Master Copy Can Edit
Statement Participants
Process Survey Print Report Add Participants
Drag a column header here to group by that column
Participant List
ID Type Name
1 Team IC Teacher 01
21 Head Coach Coach 01
22 Head Coach Coach 02
23 Head Coach Coach 03
101 Player Player 01
102 Player Player 02
103 Player Player 03
104 Player Player 04
105 Player Player 05
106 Player Player 06
107 Player Player 07
108 Player Player 08
109 Player Player 09
110 Player Player 10
111 Player Player 11
112 Player Player 12
113 Player Player 13
114 Player Player 14
115 Player Player 15
116 Player Player 16
24
ID 1 Name Teacher 01
0 1 2 3 4 5 6 7
Statement provides me with a physically challenging conditioning programme.
Rate (Part A) Rate (Part B) Rate (Part C) Remark
Category
QNo Base Type Rate X 1 2 3 4 5 6 7
Category : The Coach(es) most responsible for my physical training and conditioning... (Count: 7)
1 +ve Rating 4
2 +ve Rating 1
3 +ve Rating 6
4 +ve Rating 4
5 +ve Rating 7
6 +ve Rating 7
7 +ve Rating 7
Category : The coach(es) most responsible for my technical skills... (Count: 8)
8 +ve Rating 4
9 +ve Rating 7
10 +ve Rating 2
11 +ve Rating 1
12 +ve Rating 5
13 +ve Rating 7
14 +ve Rating 5
15 +ve Rating 4
Category : The coach(es) most responsible for my goal setting... (Count: 6)

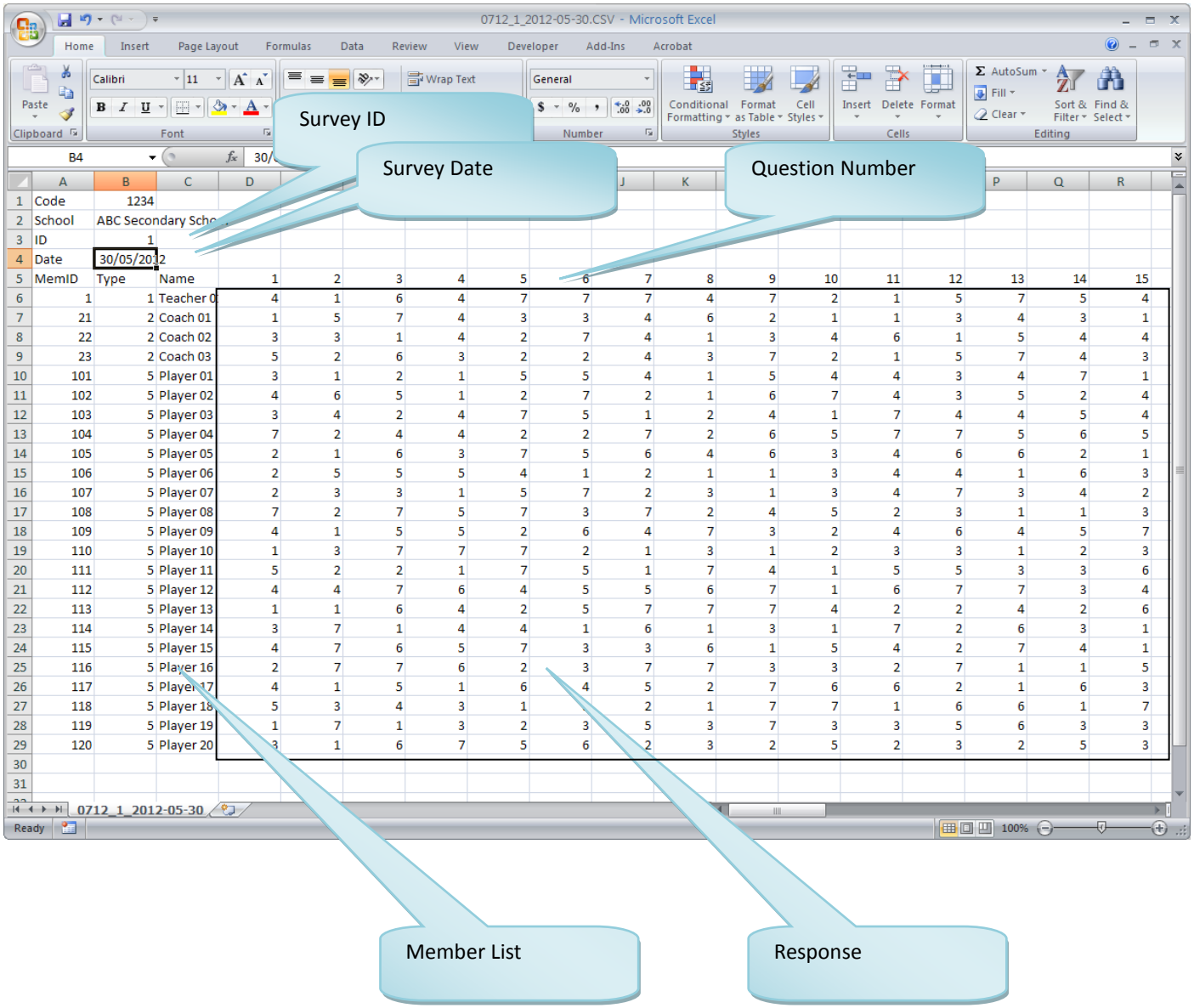
STEPS

- Click Export to CSV Button

Note:
All CSV files will be created in C:\QSP\Excel folder. You can open the file with Excel.



Sample CSV File



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Code	1234																
2	School	ABC Secondary Scho																
3	ID	1																
4	Date	30/05/2012																
5	MemID	Type	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6	1	1	Teacher 0	4	1	6	4	7	7	7	4	7	2	1	5	7	5	4
7	21	2	Coach 01	1	5	7	4	3	3	4	6	2	1	1	3	4	3	1
8	22	2	Coach 02	3	3	1	4	2	7	4	1	3	4	6	1	5	4	4
9	23	2	Coach 03	5	2	6	3	2	2	4	3	7	2	1	5	7	4	3
10	101	5	Player 01	3	1	2	1	5	5	4	1	5	4	4	3	4	7	1
11	102	5	Player 02	4	6	5	1	2	7	2	1	6	7	4	3	5	2	4
12	103	5	Player 03	3	4	2	4	7	5	1	2	4	1	7	4	4	5	4
13	104	5	Player 04	7	2	4	4	2	2	7	2	6	5	7	7	5	6	5
14	105	5	Player 05	2	1	6	3	7	5	6	4	6	3	4	6	6	2	1
15	106	5	Player 06	2	5	5	5	4	1	2	1	1	3	4	4	1	6	3
16	107	5	Player 07	2	3	3	1	5	7	2	3	1	3	4	7	3	4	2
17	108	5	Player 08	7	2	7	5	7	3	7	2	4	5	2	3	1	1	3
18	109	5	Player 09	4	1	5	5	2	6	4	7	3	2	4	6	4	5	7
19	110	5	Player 10	1	3	7	7	7	2	1	3	1	2	3	3	1	2	3
20	111	5	Player 11	5	2	2	1	7	5	1	7	4	1	5	5	3	3	6
21	112	5	Player 12	4	4	7	6	4	5	5	6	7	1	6	7	7	3	4
22	113	5	Player 13	1	1	6	4	2	5	7	7	7	4	2	2	4	2	6
23	114	5	Player 14	3	7	1	4	4	1	6	1	3	1	7	2	6	3	1
24	115	5	Player 15	4	7	6	5	7	3	3	6	1	5	4	2	7	4	1
25	116	5	Player 16	2	7	7	6	2	3	7	7	3	3	2	7	1	1	5
26	117	5	Player 17	4	1	5	1	6	4	5	2	7	6	6	2	1	6	3
27	118	5	Player 18	5	3	4	3	1	2	1	7	7	1	6	6	1	7	
28	119	5	Player 19	1	7	1	3	2	3	5	3	7	3	3	5	6	3	3
29	120	5	Player 20	3	1	6	7	5	6	2	3	2	5	2	3	2	5	3
30																		
31																		